Anderson-Livsey

Elementary School

Student and Parent Handbook

2024-2025

**Anderson-Livsey Elementary School**

4521 Centerville Hwy

Snellville, GA 30039

678-344-2082 Main Office

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| --- | --- | --- |
| Principal | Christopher Jackson | 678-344-2082 |
| Assistant Principal | Seumeika Blake-Carter | 678- 344-2175 |
| Assistant Principal | Denell Laidler | 678-344-3528 |
| Assistant Principal | Aisha Rodriguez | 678-344-2433 |
| Counselors | Kenyatta Tynes  Thletha Yates | 678-344-5968  678-3446066 |
| Parent Instructional Coordinator  Parent Outreach Liaison | Laura Lindsay  Aida Romanyk | 678-344-3527  678-344-2434 |
| Instructional Technology Innovation Coach | Lorna Baldwin | 678-344-6064 |
| School Nutrition Program Manager | Deana Harge | 678-344-4792 |
| Head Custodian | Eva Lopez | 678-344-5394 |
| Transportation | Barbara Hutcheson | 770-736-4594 |
| Clinic | Kelley Carr | 678-344-2466 |

**Anderson-Livsey Elementary**

*Providing Learning That Lasts a Lifetime*

**Vision- What do we hope to become?**

Anderson-Livsey Elementary will be a school of academic excellence that **engages,** **inspires**, and **impacts** each and every student as we provide learning that lasts a lifetime.

**Mission- Why do we exist?**

The mission of Anderson-Livsey Elementary is to provide high quality instruction by fostering relationships that create a dynamic learning environment where creativity and curiosity thrive, so students can reach their full potential.

**Beliefs – How must we behave?**

* We believe all students can learn.
* We believe in building positive relationships and valuing the differences of our peers, students, and parents.
* We believe that high standards lead to high student achievement.

**ARRIVAL OF STUDENTS**

Car riders should NOT arrive on campus before 7:45 am. Please do not drop your child off before this time because there is no one available to supervise your child. Buses arrive and unload in the front of the school between 7:45 am - 8:15 am. The side parking lot is the only place for student drop off prior to 8:15 am. Do not drop off students in the front bus lanes 7:45 am - 8:15 am. ***By following the student drop off procedures, we protect the safety of our students.*** When the bell rings at 7:45 am, staff members will supervise students getting out of cars. Students arriving after 8:15 am must be checked in at the front office vestibule by an adult. All students are dismissed at 2:45 pm.

**ATTENDANCE**

School hours are from 8:15 a.m. to 2:45 p.m. daily. Children arriving after 8:15 are considered tardy. Frequent tardiness and early checkouts negatively impact students’ academic performance. Please schedule any appointments after school hours. State law requires that students attend school 180 days per year. Since most subjects are taught in sequence, regular attendance is essential to a student’s success in school. Students are excused for the following absences:

* Personal illness
* Serious family illness
* Death in the family
* GCPS religious holidays
* Court orders
* Conditions rendering attendance impossible or hazardous to student health or safety.

Parents should send a note explaining the absence to the teacher when the child returns to school. If your child is out for more than two days, please send an email to let the teacher know the nature of the absence. If a child has more than 5 days of unexcused absences, the state considers the child truant. Per district policy, we will send a letter to the parent reminding them that persistent absenteeism is a serious problem. If the absences continue, our school social worker will be contacted and a possible referral to the juvenile court may occur.

**AWARDS**

An end of semester student award program will be held for students earning academic and/or attendance accomplishments. These ceremonies will be held during the months of January and May.

* Principal’s Honor Roll
* Honor Roll
* S.T.A.R Behavior
* Perfect Attendance

**BAD WEATHER/SCHOOL CLOSING**

In the event of school closing or early school dismissal for inclement weather or other emergencies, the local media will be informed, and parents should stay tuned to WSB 750AM radio or WSB-TV (Channel 2) for the latest information. The Gwinnett County website will also post closings. Parents will also receive a message via Parent Square about school closings.

**BIRTHDAYS**

Celebration of birthdays may be observed by parents providing snacks (*only store-bought snack items may be served*) for the class during their regular scheduled lunch time. No class birthday parties, or birthday favors such as balloons, goody bags, hats, stuffed animals, etc.) will be allowed. Please notify your child's teacher in writing (48 hours in advance) if you plan to bring birthday snacks. No invitations for parties may be passed out at school.

**CAFETERIA INFORMATION**

The breakfast and lunch programs are vital parts of health education at our school. A nutritious breakfast is served daily from 7:45 am - 8:15 am. The cost is $1.50 ($.30 for a reduced breakfast). The cost of a student’s lunch is $2.25 per day for a regular lunch ($.40 for reduced lunch). Extra milk and water are available for purchase. Your child may pay daily, weekly or pre-pay online (www.mypaymentplus.com). Money sent in should be placed in a sealed envelope with the name of your child and the teacher’s name. Our school system has adopted a policy which governs student charges. Student charges are limited to $11.25. A charge notice will be completed for each occurrence and notification will be sent home to the parent/guardian through the student.

Once the charge limit has been met, the student may receive a designated alternate meal at no charge as defined by the School Nutrition Program.

Only family members that are listed on a child’s profile (and/or accompanied by someone) are permitted to attend lunch with their child in the cafeteria. Due to the space capacity in the cafeteria, the maximum number of lunch guests per student is 2 adults. For safety reasons, other children/friends from the class cannot join you and your child for lunch.

Carbonated beverages and food prepared by outside vendors (i.e., McDonald’s, Chick-fil-A, etc.) cannot be brought into the cafeteria.

Free and reduced lunch applications are available at the school. The application process requires two weeks, and during that time, full payment is required until you receive notice by mail that your

application has been accepted. Please be advised that the applications are online via the GCPS website, <http://schoollunch.app.com>. If you would like more information on this program or have questions about your application, call the county office at (678) 301-6314. PARENTS MUST REAPPLY FOR THIS BENEFIT EACH YEAR.

**CAFETERIA INFORMATION contd.**

Parents and family members are welcomed to visit the cafeteria and eat lunch with students. Lunch visits will begin after the Labor Day holiday. The Visitor Lunch Schedule is as follows:

* + Monday: 1st and 2nd grade
  + Tuesday: 4th grade
  + Wednesday: 3rd grade
  + Thursday: Pre- K and Kindergarten
  + Friday: 5th grade

**CAR RIDERS**

Safety is of the utmost concern. Please remember to drive slowly and do not pass other cars in line.

Car rider students are to be picked up no later than 3:10 p.m. Parents are routed to the side of the building near the cafeteria, both in the morning and afternoon for pick-up and/or drop-off. Car riders will be issued a car rider number tag from the school. Please display the car rider number tag on the rear-view mirror of your car. Only school-issued number tags are permissible. Replacement car rider tags will be issued for a nominal fee, and they can be obtained in the front office.

As you drop your child off in the morning, please pull all the way forward to allow for the maximum number of cars to unload. ***While in line, parents should not park and open doors to unbuckle children. If parents have children who require assistance getting out of the car, they should park in the first row of parking spaces and walk students across the crosswalk.***

As you wait to pick up your child in the afternoon, please remain in your car. Students will be directed to cars by staff members. Please be mindful to drive slowly and with caution both in the mornings and afternoons. The Car Rider lines closes at 3:10 pm and students must be picked up from the front office by 3:30 pm.

**CELL PHONES**

Cell phones cause a distraction to the learning environment. Students are not permitted to use cell phones during the school day. All cell phones should be placed on silent and remain in backpacks. If a child is found using a cell phone, it will be taken by a staff member and placed at the front desk. Parents will be notified and may pick the phone up at the end of the school day.

**CHANGES OF ADDRESS/PHONE**

The front office needs to maintain accurate addresses and phone numbers in case of emergencies. If you move, immediately send a copy of the lease or contract with the new address to your child’s teacher. If your work phone, home phone, or emergency numbers change, PLEASE LET US KNOW IMMEDIATELY. The school cannot be held responsible for failure to communicate if changes are not submitted.

**CHECK IN/OUT PROCEDURES**

Students are checked in and out through the school office. If a student is tardy (arrives after 8:15 am), an adult must accompany the student into the vestibule to sign them in. For security reasons, anyone checking out a student will be required to show a government issued picture ID prior to having a child released. Your cooperation is appreciated as this is a safeguard for all children. Early checkout should be reserved for special circumstances and not used on a regular basis.

There will be no student check out after 2:00 p.m.

Only those people listed on the student’s profile in the office can pick up/check-out a child. We cannot honor telephone, fax, or email requests.

**CLASS PARTIES**

There will be a Class Party in December and May. Only store-bought food and clear liquids only (water, sprite, 7 UP) will be allowed to be served at class parties. Balloons are not allowed to be brought into the school. We ask that parents who choose to attend not bring younger siblings/children to the class parties as it is a special time for our students. We sincerely appreciate your understanding.

**CLINIC**

Phone Number (678)-344-2466

The clinic is run by a trained adult and NOT a registered nurse. First Aid will be administered in the clinic. Parents will be called if students are too sick to remain at school, have been seriously injured, or are running a temperature. If a child has a fever of 100.4 or greater, they must be sent home and may not return to school until they have been fever free, without the use of fever reducing medication, for 24 hours.

It is critical that the school has current phone numbers in the event of an emergency.

MEDICATIONS

Administration of medications during school hours is discouraged. Parents should discuss dosage changes with their physician so that medications will not need to be taken during school hours. Only when the student requires medications to attend school should medicine be administered during school hours.

School personnel will not provide students with any medications except as authorized in writing from the student’s parent(s). Parent/legal guardian must provide a completed Administration of Medication Request Form to the school prior to the administration of any medication. Medications received in anything other than the original childproof container will not be administered at school.

Students are not allowed to transport medication to and from school. Such behavior can result in major disciplinary actions.

**CODE OF ETHICS FOR STUDENTS**

* I will be honest in my statements and actions.
* I will respect myself, fellow students, and the school staff.
* I will display good conduct and sportsmanship at school, on the bus, and at all school activities.
* I will respect the property of others.
* I will work to the best of my ability.
* I will promote school cleanliness and the upkeep of school property.
* I will make substitute teachers and visitors feel welcome.

**COMMUNICATION**

* Parent Teacher Conferences
* Parent Square and Parent Vue
* Grade Level Newsletters
* Generals Connect Parent Newsletter
* Emails and phone calls
* Friday Folders
* Coffee and Conversation

During the year, there are two scheduled Parent Conferences. Teachers and parents may also schedule other conferences as needed. Conferences with teachers should be scheduled in advance. Please do not attempt to schedule a conference with a teacher during instructional time. This time belongs to our students.

**CONDUCT FOR PARENTS AND VISITORS**

Parents are welcome to visit the school and support in classrooms. Please make sure you have a government issued ID at all times and that your visitor’s badge is visible. Remember that this is a school with children present. Therefore, visitors must dress appropriately and always use respectful language when addressing students, staff, and other visitors.

Any adult who does not follow the expectations for visiting the school may be asked to leave the premises. If appropriate, the School Resource Officer (SRO) will be contacted to further support maintaining a positive, professional environment at the school.

**CONCERNS**

Anytime you have a question or concern, your first point of contact should be your child’s teacher. If you still have a concern after discussing the issue with the teacher, please contact the grade level administrator (assistant principal). If you still have a concern after discussing the issue with the grade level administrator (assistant principal), please contact the principal. We hope you will use this process to resolve concerns effectively and efficiently. If you think it’s a concern, do not hesitate to contact the school. Please allow staff members 24 hours to return your call and/or email.

**DISCIPLINE PROCEDURES**

We believe every child can learn in a positive climate that includes firm, fair, and consistent practices. We believe that all students have the right to feel safe and the right to learn. Therefore, we adhere to very strict student expectations.

The following expectations apply when a student is (a) on the school grounds; (b) off the school grounds at a school activity; function or event; (c) in route to and from school/bus stop; or (d) off the school grounds while the student is in attendance at any school function or is otherwise subject to the jurisdiction of the school authorities; (e) off school grounds when the misconduct is directed at a school, student, or employee and is related to the victim’s school affiliation, or when the off-campus conduct directly affects the safety and welfare of the school community or the orderly mission and function of the school; and (f) off school grounds and when a student leaves without permission (AWOL) of a school official:

Each student shall not…

interrupt learning and teaching.

* damage or attempt to damage or take or attempt to take the property of the school or the property of others.
* hit, kick, bite, bump, push, pull hair, pinch, hurt or use disrespectful language with staff, other students or any other person not employed by the school.
* make oral or written threatening, harassing, or intimidating remarks or symbolic gestures toward any student which threatens the safety or wellbeing of that student or has the likelihood of provoking a fight. This includes, but is not limited to bullying, disrespectful conduct, insult, use of profanity, or ethnic, racial, sexual, or religious slurs or harassment.
* possess or use weapons, whether assembled or disassembled guns (including toy guns, knives, nail clippers, Chinese stars, firecrackers, etc.) whether toy, operational or not operational.
* possess, use, or distribute alcohol or drugs or any substance they represent to be alcohol or drugs.
* disobey directions or commands of teachers, principals, bus drivers, etc.
* touch himself, herself or others inappropriately including private areas of the body.
* exhibit unsafe and/or inappropriate conduct at any time.
* cause or attempt to cause a disruption or interference with a school bus by any means

Response to student Misbehavior may include but not limited to

* PBIS School-Wide Plan
* Time Out
* Classroom plan
* Behavior contract
* Bus Suspension
* Loss of school privileges
* Immediate parent contact/conference
* Administrative Detention
* Opportunity Room
* Out of school short term suspension

The frequency and/or severity of student misbehavior may result in a student being referred to a Student Disciplinary Tribunal hearing, which may result in long-term suspension or expulsion. enforcement officials.

It is the school’s goal and intention to work with the student and his/her family to resolve disciplinary issues in a positive way. Any resolution must respect all students’ rights to a safe and uninterrupted learning environment.

**DRESS CODE**

Students are expected to dress in a manner appropriate for school and weather. Articles of clothing advertising or depicting drugs, cigarettes, alcohol, nudity, violence, or profanity are not permitted. A student’s clothing must appropriately cover the body. All shoes should have a heel strap or back to them. Flip flops, slides, open toed sandals, high heels, high platform shoes, and other shoes that may be dangerous for walking or playing should not be worn as they present a safety hazard. Students are expected to dress in a tasteful manner appropriate for school and weather. The wearing of short shorts or skirts, sleeveless shirts, halter tops, strapless tops, midriffs, and sagging pants are not considered appropriate dress for school, and we ask that our students not wear them.

If a student’s dress violates the dress code or is deemed inappropriate, the student will be sent to the clinic for a change of clothing, or parents will be notified and asked to bring a change of clothes. Health regulations dictate that shoes must be always worn for the safety of our students.

Parents and visitors coming into the school should be mindful of what they are wearing. Inappropriately dressed visitors (anything that might be a distraction to students in the building) will not be permitted in student areas. Please avoid items that are revealing or clothing that is too tight or short. Thank you for being a role model for our students by being appropriately dressed.

**EMERGENCY PROCEDURES**

At all times, the safety of the student is of utmost importance. Fire, tornado, and emergency lock down drills are held at intervals throughout the school year. Emergency instructions are posted in each classroom. The children will practice walking quickly and quietly to designated areas. If a child is injured on the playground, we also have procedures that are followed, and 911 is called as needed.

Please be sure a current phone number is available so that we can reach you in an emergency. During an emergency, it may be necessary to transport your child by bus to another location. Parents will be notified via Parent Square of the pick-up location.

During inclement weather, students will remain at school until the district gives permission for dismissal.

**FIELD TRIPS**

Each class may schedule field trips. These trips serve as a resource for teaching knowledge or skills in the AKS. Teachers will send home information about the trip weeks in advance and request a contribution for your child for the field trip. No student will be denied the opportunity of going on the field trip for monetary reasons. A field trip, however, may be cancelled if we do not have enough contributions.

**LOST AND FOUND**

Articles of clothing are kept for a time after being found and may be reclaimed in the Lost & Found. Unclaimed items are donated to charitable organizations throughout each semester. Please write your child’s name on all personal property for easy identification. We are not responsible for lost or stolen items.

**ICE CREAM**

Ice cream/popcorn are available for purchase in the morning. Ice cream will then be distributed during the student’s lunch time. The cost of ice cream and popcorn is $1.00.

**PARENT REQUEST FOR A PARTICULAR TEACHER**

We cannot accept parent requests for a particular teacher. Parents may submit a letter including a written description of the type of teacher they would like for their student. The letter should include general characteristics of a teaching style but should not name a specific teacher. Every consideration will be made to match teacher and student.

**PHYSICAL EDUCATION**

Please make sure your child is dressed appropriately for physical education. All children need to wear active shoe attire, no platforms, slip-ons, or flip flops. Girls should wear pants or shorts on their physical education days. All students will be expected to participate in all activities unless they provide the school with a note from a parent or doctor. Please be specific about what activities students are to be excused from and how long they are to be excused.

**PTA**

PTA members organize programs and raise the level of parent engagement at our school, including volunteering for field trips, making phone calls, and participating in events at school. While the work done by involved parents benefits your own children, it helps other students as well. That’s the best part of volunteering! Join the PTA today! Dues are $15 for the school year.

**REPORT CARDS/PROGRESS REPORTS**

Elementary progress reports describing a student’s progress are sent to parents at the end of each nine weeks. Two Early Release conferences are scheduled with parents during the school year. Kindergarten students receive a skills checklist to indicate their progress. The following grading system is being used for Math, Science, Social Studies and Language Arts:

Kindergarten and first grade

* E-Excellent
* S-Satisfactory
* N-Needs improvement
* U-Unsatisfactory

Grades 2-5

* Excellent Progress = A (90-100)
* Above Average = B (80-89)
* Satisfactory Progress = C (74-79)
* Below Average Progress = D (70-73)
* Unsatisfactory Progress = U (Below 70)

When reporting grades, conduct and effort for Special Areas, the following scale will be used:

* E-Excellent
* S-Satisfactory
* N-Needs Improvement
* U-Unsatisfactory

**HOMEWORK**

Homework is an extension of the learning process that reinforces the skills that are taught in the classroom. It is also a way to keep parents informed and involved with students’ academic progression.

Homework may include but is not limited to reading, writing, math, academic projects/activities and/or studying. Homework may come in different forms and is not always a paper and pencil assignment. Additionally, homework is not taken for a grade.

**SAFETY OF STUDENTS**

Learning in a safe environment is of utmost importance to the staff at Anderson-Livsey. Please help us by letting the front office know if you see anything that might be unsafe on campus. Children are continually supervised by teachers and other staff during the day/afternoon from 7:45 a.m. until buses leave and all students are picked up from the car rider lane. Students may not be dropped off in the morning prior to 7:45 a.m., unless they are involved in a school sponsored activity. In the afternoons, all car riders must be picked up by 3:15 p.m.

**S.T.A.R BEHAVIOR EXPECTATIONS**

Our school is committed to providing a learning environment that allows all students to achieve; therefore, no student should interfere with the rights of students to learn. At Anderson-Livsey, we have four school expectations:

* Be a Scholar
* Be a Team Player
* Be Accountable
* Be Respectful

Teachers will elaborate on these expectations to help the classroom run smoothly. Our local school discipline plan is based on the Gwinnett County Public Schools Student Conduct Behavior Code. Parents will be notified if their student is having discipline problems.

**SPIRIT DAYS**

Every Friday is designated a spirit day. Students are encouraged to wear Anderson-Livsey Elementary School shirts or school colors: black/white/silver or gray. Spirit wear can be purchased at school on PTA nights and registration days via MyPaymentsPlus.

**STUDENT AGENDA BOOKS**

To teach our students management, responsibility, and accountability, Anderson-Livsey Elementary has purchased a student agenda book for each student in grades 1-5. Students are to take them home and bring them back to school every day. The agenda book allows the students to keep up with daily assignments and allows for teachers and parents to communicate on a regular basis. Agenda books are an important part of our student management system. There is a nominal fee to replace a lost agenda book.

**TRANSPORTATION/CHANGES**

Students are required to bring a bookbag with a bus tag every day to school. Students without a bus tag on the bookbag may be denied access to ride the bus home in the afternoon.

For security and safety reasons, transportation changes may NOT be made over the phone.

If a change in transportation is necessary, email [531.transportation@gcpsk12.org](mailto:531.transportation@gcpsk12.org) along with a copy of your government issued identification. If the change is made incorrectly, the school will follow regular transportation procedures for your child.

If you have concerns about the bus route or bus safety, please call us at school or contact the Transportation Department at 678-380-7235. Each student is assigned a bus at the beginning of the year. If you move, or permanent transportation changes, come to the front office to fill out a bus change form. Riding the bus is a privilege. Inappropriate behavior on the bus will result in an administrative referral and possible bus suspension.

**VISITORS**

We welcome visitors to our school and hope that you will join us for lunch, PTA, and/or special programs. For student safety, there are guidelines that all visitors must follow. Visitors must either be listed on a student’s profile, or accompanied by a family member that is listed. All visitors must check in through the front office and receive a visitor's badge before entering another part of the building. Children who are not Anderson-Livsey students and are accompanied by an adult, are only allowed in the school cafeteria and Parent Center, not in classrooms.

If you would like to visit in a classroom, please arrange a time (up to 20 minutes) with the teacher so that it doesn’t conflict with instruction, planning, specials, lunch, etc. Please be sure to provide at least a 24-hour notice to the teacher about the visit. The grade level administrator may accompany visitors on classroom visits.

**VOLUNTEERS**

Parents can sign up to be a Room Parent! Each classroom will have one Room Parent. The primary responsibility of the Room Parent is to assist the classroom teacher with communicating information, support the teacher with organizing class activities, and connecting with other parents in the class to support teaching and learning. Information about signing up will be shared at Open House and Curriculum Night.

Parents are also encouraged to contact the Laura Lindsay and Aida Romanyk in the Family Engagement Center for additional volunteer opportunities.